

# Grace A. Dow Memorial Library Rules and Regulations by Room

## Auditorium Rules and Regulations

- The Library is a smoke-free facility.
- No alcoholic beverages are allowed on Library property.
- Food and beverages are allowed ONLY in the Auditorium Lobby. Food or beverages are not allowed in the Auditorium.
- General seating in the Auditorium is limited to 262, by order of the Fire Marshall.
- Users may schedule use of the Auditorium between 8 a.m. and 10 p.m. Monday thru Saturday. Reservations can be made for Sundays by request.
- No program which may disrupt Library patrons may start before the building closes to the public.
- Payment is due one week prior to rental date(s). Refunds will be made only for cancellations made two days prior to the rental date(s).
- Lighting requirements must be prearranged with the Administrative Assistant from 9 a.m. to 12 p.m. and 1 p.m. to 5 p.m. Monday through Friday. Call (989) 837-3432 to set a meeting to discuss any room set-up requirements.
- The piano is a piece of fine furniture; please do not place any objects on top of it.
- Signs in the building, limited to the meeting announcement, are allowed upon Library approval.
- Only free literature may be distributed to your program participants.
- No cash transactions for items sold other than admission tickets will be allowed.
- Users expecting a large turnout should request that attendees park at the west end of the Library (closest to Michigan State building), especially for meetings that begin before the Library opens to the public.
- The Library reserves the right to request verification of nonprofit status.
- Library programs, Library-related programs, and City of Midland programs have priority in the use of the facilities. Unanticipated use by these organizations may force rescheduling of your event.
- Users are responsible for making sure that the facilities are left in the same condition as they were found.
- Users are solely responsible for providing adequate supervision for the activities which take place at the Library facilities, to prevent damage or injury to persons or property. Users accept responsibility for the repair or replacement of damaged or missing equipment and/or damaged facilities.
- Users agree to indemnify and hold harmless the Library, its staff and the City of Midland and its agents from any loss, liability, claim or proceedings arising out of or in connection with the use of the Library facilities by the organization, its member or invitees, unless such a loss, liability, claim or proceeding is based solely on the gross negligence or intentional misconduct of the Grace A. Dow Memorial Library.
- Two wheelchair-accessible areas are located at the ends of the first row. The first seats at both ends of the second row and the first seat on the end of the south side of the third row from the back have arm rests that flip up for accessible seating. These seats maybe used for those who have walkers or have difficulty maneuvering around the stationary arm rests.
- No standing in the aisle or blocking the aisle is allowed at any time, by order of the Fire Marshall.
- Side aisles leading to the stage are not open for general seating, by order of the Fire Marshall.
- Side aisles may be used for wheelchair-accessible seating with one companion per wheelchair. The wheelchair must be located in front or behind the companion seat, not alongside the companion seat, by order of the Fire Marshall.
- Safety lights located in the side aisles must be turned on at all times during use of the Auditorium, by order of the Fire Marshall. The switch is located inside the entry door to the side aisles.

## Community Room Rules and Regulations

- The Library is a smoke-free facility.
- No alcoholic beverages are allowed on Library property.
- Use of the kitchen facility is permitted. It must, however, be cleaned and left in its original condition. The Library does not provide dish towels, cleaning supplies, soap, etc. Users must bring in own supplies.

- Food and other refreshments must be arranged by users. If catered, the delivery must be arranged with Library staff.
- A maximum of 49 persons are allowed in the Community Room.
- Users may schedule use of the Community Room between 8 a.m. and 10 p.m. Monday through Saturday. Reservations can be made for Sundays by request.
- To discuss room set-up requirements, users should contact the Library's Administrative Assistant between 9 a.m. and 12 p.m., or 1 p.m. and 5 p.m. Monday through Friday by calling (989) 837-3432.
- No program which may disrupt Library patrons may start before the building closes to the public. Payment is due one week prior to rental date(s). Refunds will be made only for cancellations made two days prior to the rental date(s).
- Signs in the building, limited to the meeting announcement, are allowed upon Library approval.
- Only free literature may be distributed to your program participants.
- No cash transactions for items sold other than admission tickets will be allowed.
- Users expecting a large turnout should request that attendees park at the west end of the Library (closest to Michigan State building), especially for meetings that begin before the Library opens to the public.
- The Library reserves the right to request verification of nonprofit status.
- Library programs, Library-related programs, and City of Midland programs have priority in the use of the facilities. Unanticipated use by these organizations may force rescheduling of your event.
- Users are responsible for making sure that the facilities are left in the same condition as they were found.
- Users are solely responsible for providing adequate supervision for the activities which take place at the Library facilities, to prevent damage or injury to persons or property. Users accept responsibility for the repair or replacement of damaged or missing equipment and damaged facilities.
- Users agree to indemnify and hold harmless the Library, its staff and the City of Midland and its agents from any loss, liability, claim or proceedings arising out of or in connection with the use of the Library facilities by the organization, its member or invitees, unless such a loss, liability, claim or proceeding is based solely on the gross negligence or intentional misconduct of the Grace A. Dow Memorial Library.

### **Conference Room Rules and Regulations**

- The Library is a smoke-free facility.
- No alcoholic beverages are allowed on Library property.
- Food is not permitted in the Conference Rooms. Covered beverages are allowed.
- A maximum of 16 persons are allowed in the Conference Rooms. Sixteen chairs are provided for use.
- Each Conference Room has a stationary dry erase board.
- Users may schedule use of the Library Conference Rooms between 9:30 a.m. and 7:00 p.m. Monday thru Thursday, and between 10 a.m. and 4:30 p.m. on Friday and Saturday.
- Walk-in requests are subject to availability and must be made during office hours.
- Payment is due one week prior to rental date(s). Refunds will be made only for cancellations made two days prior to the rental date(s).
- Signs in the building, limited to the meeting announcement, are allowed upon Library approval.
- Only free literature may be distributed to your program participants.
- No cash transactions for items sold other than admission tickets will be allowed.
- The Library reserves the right to request verification of nonprofit status.
- Users are responsible for making sure that the facilities are left in the same condition as they were found.
- Users are solely responsible for providing adequate supervision for the activities which take place at the Library facilities, to prevent damage or injury to persons or property. Users accept responsibility for the repair or replacement of damaged or missing equipment and damaged facilities.
- Users agree to indemnify and hold harmless the Library, its staff and the City of Midland and its agents from any loss, liability, claim or proceedings arising out of or in connection with the use of the Library facilities by the organization, its member or invitees, unless such a loss, liability, claim or proceeding is based solely on the gross negligence or intentional misconduct of the Grace A. Dow Memorial Library.

## **Mezzanine Rules and Regulations**

- Evidence of any damage at the time of display or while at the Library will be promptly reported to the Exhibitor.
- The Library reserves the right to clean, repair, restore, relocate, or otherwise alter the objects exhibited if they interfere with Library operations without the Exhibitor's written permission.
- The Exhibitor certifies that items listed are in good condition and able to withstand ordinary handling and displaying.
- In consideration for use of the Library for exhibition or display purposes, the Exhibitor agrees to assume all risk of property damage or loss, including theft, which may occur to the exhibit or display or to any individual exhibits or displays. The Exhibitor agrees to release and hold harmless the City of Midland as owner and operator of the Library, and its officers, employees, agents or servants from any liability for damage to or loss or theft of any portion of the exhibit.
- The Exhibitor agrees to indemnify and hold harmless the City of Midland as owner and operator the Library, and its officers, employees, agents and servants from any and all liability arising from the use of the Library or any part or facility of the Library by the Exhibitor, its agents, members, partners, associates, contractors, servants and employees. The City of Midland will not insure the exhibit or display or any individual exhibits or displays. However, the Exhibitor may insure, at its own expense, the exhibit or display, or any portion thereof.
- By signing the Agreement, the Exhibitor states that he or she is the legal owner or authorized agent of the legal owner of the described property and is empowered to enter into this Agreement.
- That upon expiration of the exhibit period should the Exhibitor fail to remove said exhibit the Library shall remove and store said exhibit for a period of fifteen (15) days. If at the end of the fifteen (15) days said exhibit has not been picked up by the Exhibitor or Exhibitor's agent the exhibit shall be deemed abandoned and will become the property of the Library to dispose of as it sees fit.